



**TOWN OF TEWKSBURY
OFFICE OF BUILDING COMMISSIONER
APPLICATION FOR RESIDENTIAL BUILDING PERMIT ONLY**

PERMIT #:		DATE RCVD:		DATE ISSUED:	
MAP #:		LOT/UNIT #:		ZONING DIST:	
ADDRESS:					
PROPERTY OWNER:				PHONE #:	
PROPERTY OWNER ADDRESS: (If Different From Above)			TENANT NAME:		
CONTRACTOR:					
ADDRESS:				PHONE #:	
CSL #:				EXP. DATE:	
HIC #:				EXP. DATE:	
PROPOSED USE:		Email Address of Responsible Party: _____			
NEW ADDITION ALTERATION DEMO ROOF DECK POOL SHED SIGN					
TENANT FITUP WOOD/PELLET STOVE VINYL SIDING FAMILY SUITE OTHER					
DESCRIPTION OF WORK:					
SEWER OR SEPTIC?:			MUNICIPAL WATER OR WELL:		
BOARD APPROVALS:		BOARD OF APPEALS: _____			
CONSERVATION: _____		SPSP/USP: _____		HEALTH: _____	
Project Cost \$:					
Owner/Agent hereby certifies that the information contained in the foregoing application is a true and accurate description of the proposed work.					
Signature of Agent/Owner: _____			Signature of Contractor: _____		
▼ FOR OFFICE USE ONLY ▼					
INSPECTORS COMMENTS:					
				Inspectors Signature:	
FEE \$:		Inspectors Evaluation:		CHECK # OR CASH:	

NOTE: Persons contracting with unregistered contractors do not have access to the guaranty fund.

BUILDING DEPARTMENT

The following is a list of the required forms to be filled out for the appropriate permit to be obtained.

NEW CONSTRUCTION (RESIDENTIAL)

- Completed Building Permit Application
- Certified Plot Plan
- Copy of Contractor Supervisor License (CSL) or Homeowner Affidavit
- Workers Comp Affidavit and General Liability Insurance
- 3 Sets of Building Plans (Must be Stamped by the Fire Department) including any engineer calculations
- Copy of Contract
- Trash Disposal Form
- Energy Compliance Calculations (Mass Check)
- Town Department Sign Offs – Assessors, Water, Sewer or Health, Community Dev., Conservation
- Electric, Plumbing and Gas

RESIDENTIAL POOL (Above and In ground)

- Completed Building Permit Application
- Certified Plot Plan
- Copy of HIC or Homeowner Affidavit
- Workers Comp Affidavit and General Liability Insurance
- 2 Sets of Building Plans (In Ground) OR Brochure (Above Ground)
- Copy of Contract
- Town Department Sign Offs – Sewer or Health, Conservation
- Electrical Permit
- Security Fencing Plan (CMR 421.10.1)
- Certified AS-BUILT Plot Plan Required Prior to Final Inspection (In-Ground Pool ONLY)

ROOFING, SIDING, WOOD/PELLET STOVE, INTERIOR RENOVATIONS

- Completed Building Permit Application
- Copy of CSL & Home Improvement Contractor (HIC) Registration or Homeowner Affidavit
- Workers Comp Affidavit and General Liability Insurance
- Copy of Contract
- Trash Disposal Form
- Electrical Permit (Siding Only)
- Manufacture's Instructions (Wood/Pellet Stove)
- Floor Plans, Layout of Work (Non Structural)
- Framing Plans if Structural including any engineer calculations.
- If Bedrooms (Fire Department/BOH Sign-offs Req'd)

RESIDENTIAL ADDITIONS

- Completed Building Permit Application
- Certified Plot Plan
- Copy of CSL & HIC or Homeowner Affidavit
- Workers Comp Affidavit and General Liability Insurance
- 3 Sets of Building Plans (Must be Stamped by the Fire Department) including any engineer calculations
- Copy of Contract
- Trash Disposal Form
- Energy Compliance Calculations (Mass Check)
- Town Department Sign Offs – Sewer or Health, Community Dev., Conservation
- Electric, Plumbing and Gas

RESIDENTIAL DECK OR SHED

- Completed Building Permit Application
- Certified Plot Plan
- Copy of CSL & HIC or Homeowner Affidavit
- Workers Comp Affidavit and General Liability Insurance
- 2 Sets of Building Plans (Deck) OR Brochure
- Copy of Contract
- Trash Disposal Form (Deck Only)
- Town Department Sign Offs – Sewer or Health, Conservation